

Guidelines for Completing A Low Bid Sheet And Acceptance/Rejection of Bids

**MDOT
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GUIDELINES FOR COMPLETING A LOW BID SHEET(S) AND ACCEPTANCE/REJECTION OF BIDS.

A. GENERAL INFORMATION

Submitting a bid for a low bid RFP requires your firm to complete the bid or price sheet correctly. This assures a fair bidding process. Low bid RFPs will be found on the MDOT website, www.michigan.gov/mdot. Choose 'doing business', then 'Request for Proposals'.

Unless otherwise provided, Bidders must be prequalified for the categories of work for which they submit a bid. When required in the request for proposal (RFP), the Bidder must designate other prequalified consultants to whom they will subcontract those categories of work for which they lack prequalification.

B. INFORMATION REQUIRED

1. CONTENTS OF THE REQUEST FOR PROPOSAL (RFP)

The RFP will be in accordance with the most recent, published Vendor Selection Guidelines for Service Contracts, and will include:

- a. location and description of the contemplated service;
- b. estimate of the various work item quantities and kinds of service and/or materials to be furnished;
- c. schedule of work items for which proposed unit prices are invited;
- d. specified days or date in which the work must be completed;
- e. amount of the bid guaranty, if any;
- f. date, time and place for filing and opening of bids; and

If the basis of bid comparisons is to be other than total cost, the comparison basis to be used will be defined. All pages of the RFP are considered a part of the bid and the bid will be rejected if the RFP is altered when the bid is submitted.

Specifications, regulations and other documents designated in the RFP are considered part of the bid and contract.

2. INTERPRETATION OF WORK ITEMS IN THE RFP

The quantities appearing in the listing of Work or Pay Items are estimated and will be used in the

comparison of bids. Payment to the Consultant will be for the actual quantities of work performed and accepted or materials furnished in accordance with the contract. The quantities of work and materials as provided in the contract may be increased, decreased, or deleted, as provided in the contract. Bidders shall familiarize themselves with all the requirements of Federal, State, and local laws, ordinances, and permits that may directly or indirectly affect prosecution of service and furnishing of necessary materials.

3. PREPARATION OF BID SHEETS

The bid sheet shall be legibly handwritten in ink, not typed, on the form provided or may be computer generated. The Bidder shall specify a unit price for each item, except where a Lump Sum or a One Each item is called for. Prices for Lump Sum and One Each items shall be entered only in the "Amount" column.

The bid sheet shall be signed by an authorized person representing the Bidder and include the complete address of the Bidder. A Bidder may alter a unit, Lump Sum, or One Each item price entered on the bid sheet. To make an alteration, the Bidder shall cross out the entry, and enter the new figure above or below the deleted entry. An authorized representative of the Bidder must initial on the line of the change. Any alteration and the initials shall be handwritten in ink.

4. IRREGULAR BID SHEETS

By submitting a bid, a Bidder agrees to the procedures and standards for accepting or rejecting irregular bid sheets. Unless this section is expressly modified by the Department in the RFP, a statement that a bid sheet may or will be rejected for a specified reason will be acted upon pursuant to the following:

- a.** Bid sheets will be considered irregular and **will** be rejected for any of the following reasons:
 - i.** The bid sheet does not contain a unit price for each pay item listed under the "Unit Prices" column or "Lump Sum" or "One Each" price under the "Amounts" column, as applicable. While a blank space is unacceptable, the explicit quotation of zero does constitute a price and, if awarded the contract, the Bidder would be bound to perform that item of work for zero payment and to do so to the same extent as if a positive numeric price had been quoted.
 - ii.** A unit price under the "Unit Prices" column or a "One Each" or "Lump Sum" price under the "Amounts" column is not capable of being read or deciphered by the Department. In attempting to read or decipher a price, the Department may consider other information in the proposal which tends to confirm what the digit(s) in question represent.
 - iii.** The bid sheet is not signed by a person authorized to sign on behalf of the Bidder.
 - iv.** The Bidder is not prequalified for the specified category(s) of service.

- b.** Bids will be considered irregular and may be rejected for any of the following reasons:
- i.** A "Unit Price", a "Lump Sum" item, or a "One Each item has been altered and has not been revised as provided above.
 - ii.** The form is altered or any part of the form is detached.
 - iii.** There is an unauthorized addition, deletion, or alteration to the bid sheet.
 - iv.** There is an unauthorized alternate bid sheet or conditional bid.
 - v.** There is an irregularity of any kind which tends to make the bid incomplete, indefinite, or ambiguous as to its meaning.
 - vi.** The bid sheet fails to comply with any other bid requirement.
 - vii.** Any provision is added to the bid reserving the right, for the Bidder, to accept or reject an award of the contract.

NOTE: Only a Bidder whose bid has been rejected and who would otherwise be the lowest Bidder has an opportunity to appeal a bid rejection. Once all administrative appeals are exhausted, the decision of the Department is final and binding on all Bidders.

5. BID GUARANTY

When applicable, the bid must include a guaranty of the type and in the amount specified in the RFP.

6. DELIVERY OF BID SHEET

The bid sheet shall be submitted in a sealed envelope, clearly marked "SEALED BID". The envelope must plainly show the description of the service from the cover page of the RFP and the name and address of the Bidder. All bid sheets must be received by the Department prior to the time and place specified in the advertisement.

7. WITHDRAWAL OR REVISION OF BID

A bid sheet may be withdrawn or revised prior to the time set for opening bids. A request to withdraw the unopened bid may be done in person or writing. An authorized representative of the Bidder must appear in person to revise the bid.

C. AWARD OF CONTRACT

1. PUBLIC OPENING OF BIDS

Bids will be opened publicly and the total amount of each bid will be read aloud at the time and place specified in the advertisement.

2. BID REVIEW

All bids will be reviewed by the Selection Team to verify compliance with all bid requirements. After all bids are checked, a contract will be executed with the accepted low bidder. The final decision and bid prices will be placed on the Department's website.

3. CONSIDERATION OF BIDS

To determine the lowest Bidder, the bids will be compared on the basis of the sum of the products of the quantities and the unit bid prices. In case of discrepancy between this calculated total and the total shown on the bid sheet, the unit prices as written in the bid sheet shall govern and any errors found in said computations will be corrected.

4. BID REJECTION

Consultants, whose bids are rejected will be notified by the Contract Administrator, or their representative, of the intended rejection, the reasons for that action, the availability of an appeal to the Bid Appeal Committee, and the appeal procedure. Where circumstances warrant and permit, the Contract Administrator may meet with the consultant or have a telephone discussion to facilitate an understanding of the problem and the consultant's position. Only a Bidder who would otherwise be the lowest Bidder, has a right to file an appeal. Where successive rejections of the bids of low Bidders occur, each such Bidder may file an appeal.

5. BID REJECTION APPEAL

The appeal process shall proceed very quickly to a final decision so that the process does not impede the award of a contract. The Consultant's written appeal of a bid rejection must be received at the office of the Contract Administrator within five calendar days (or a shorter time period, if so designated by the Contract Administrator) after the Consultant has been notified of the decision to reject the bid. The appeal shall state why the Consultant disputes the decision and shall supply pertinent information.

6. BID APPEAL COMMITTEE

The Contract Administrator will assemble and submit all relevant information, including the decision of the Selection Team, along with material and information submitted by the Consultant, to the Bid Appeal Committee. The Bid Appeal Committee will review the information, conduct any further inquiry or review it deems appropriate, and decide the issue. The Deputy Director, Bureau of

Highways, Technical Services, or designee, will notify the Consultant, and other appropriate persons, in writing, of the decision by the Bid Appeal Committee. The decision of the Bid Appeal Committee is final and binding on all Bidders.

D. EXECUTION OF CONTRACT

The Department will sign an authorization or send a contract, whichever is appropriate, or to the determined lowest Bidder, at the address given on the bid. A contract will be awarded and binding on the signers only when it has been fully executed by both the determined lowest Bidder and the Department. The authorization is effective when the authorization is executed by the Department.

BID SHEET

<DESCRIPTION OF WORK>

PAY ITEMS

All entries on this page must be handwritten in ink or computer generated.

ITEMS OF WORK	QUANTITY	UNIT PRICE
<describe item>		
<describe item>		
<describe item>		
<describe item>		
<describe item>		
<describe item>		

Total Bid: _____

Consultant Name:	
Consultant Address:	
Date:	

The Michigan Department of Transportation reserves the right to reject any or all bids.

Check "UNIT PRICE" column for omissions before entering bid total.